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# Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women

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**Organizational matters**

## Draft rules of procedure of the Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women)

The draft rules of procedure of the Executive Board of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) are presented to the Executive Board for approval.

## I. Sessions

### Convening of sessions

**Rule 1**

1. The Executive Board shall meet in an annual session, at such time and duration as it determines.

2. The Executive Board shall meet in regular sessions between the annual sessions at such times and durations as it determines at the beginning of each year in order to accomplish its work as set out in its annual workplan, taking into account the time needed to produce documentation.

3. The Executive Board may hold resumed sessions in addition to the regular sessions with a view to resolving any pending issues, with the agreement of a majority of members of the Board, at the request of:

(a) A member of the Executive Board;

(b) The Executive Director of UN-Women.

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4. The Executive Board may also hold resumed sessions in addition to regular sessions at the request of the General Assembly or the Economic and Social Council.

5. The agreement of the Executive Board on such a session and/or its time and duration may be sought through written communication from the secretariat of the Board.

**Place of sessions**

**Rule 2**

The annual and regular sessions of the Executive Board shall be held at United Nations Headquarters, unless the Executive Board decides otherwise.

**Notification of sessions**

**Rule 3**

The Executive Board secretariat shall convey to the Member States of the United Nations the date, place and provisional agenda of each session, at least six weeks before the commencement of each session.

## II. Languages

**Rule 4**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish the working languages of the Executive Board.

2. Speeches made in an official language shall be interpreted into the other official languages.

3. A representative may speak in a language other than an official language if he or she provides for interpretation into one such language. Interpretation into the other official languages by the interpreters of the Secretariat may be based on the interpretation given in the first such language.

4. All resolutions and other formal decisions of the Board shall be published in the official languages.

## III. Agenda and documentation

**Rule 5**

1. The Executive Board shall adopt its annual workplan at its first regular session every year. Discussion on the workplan should start no later than at the last session of the Executive Board the previous year.

2. The agenda of the session shall be adopted at the beginning of each session.

3. The Executive Board shall approve at the end of each session, on the proposal of the Executive Board secretariat, a provisional agenda for the next session.

4. Any matter within the competence of the Executive Board not included in the provisional agenda for a session may be submitted to the Board by a member or by the secretariat; such matter will be added to the provisional agenda by decision of the Board. The Board may also decide to amend the provisional agenda or to delete an item or items from it, with due regard to any delay in the distribution of documentation that may occur.

5. The agendas and deliberations of the Executive Board shall reflect the functions set forth in paragraph 22 of annex I to General Assembly resolution 48/162 of 20 December 1993 and shall take into account the provisions of General Assembly resolution 64/289 of 2 July 2010.

6. The secretariat shall advise States Members of the United Nations of the availability of official documents and conference room papers.

7. The official documentation relating to items of the provisional agenda shall be available to all Member States of the United Nations in the official languages at least four weeks before the date of the opening meeting of a session.

8. Conference room papers shall be available to all Member States of the United Nations in working languages.

9. At least two weeks before each session of the Executive Board, the secretariat shall convene an informal open-ended meeting of the Board in order to provide a briefing on the matters to be covered under the items on the provisional agenda.

## IV. Representation

### Rule 6

1. Each member of the Executive Board, and observers, shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

2. The names of representatives, alternate representatives and advisers shall be submitted to the Executive Board secretariat not less than three days before the session they are to attend.

## V. Bureau

### Rule 7

### Elections

1. The Executive Board shall, at its first regular session each year, elect from among the representatives of all its members, taking into consideration the need to ensure equitable geographical representation, a Bureau consisting of a President and four Vice-Presidents, who shall hold office until their successors are elected.

2. The members of the Bureau shall be eligible for one second consecutive term.

3. The presidency shall rotate each year to a different regional group. Each group will hold the presidency once during a period of five years.

4. If the President cannot participate in a meeting or any part thereof, he or she shall designate one of the Vice-Presidents to take his or her place. Only members of the Bureau shall chair meetings of the Executive Board.

5. If the President or any Vice-President ceases to be able to carry out his or her functions or ceases to be a representative of a member of the Executive Board, he or she shall cease to hold such office and a new President or Vice-President shall be elected for the unexpired term.

6. The President or a Vice-President acting as President shall preside over the meetings of the Executive Board in that capacity and not as the representative of the member by whom he or she is accredited.

7. The President and the Vice-Presidents of the Executive Board should preferably be representatives of Permanent Missions to the United Nations.

**Rule 8**

**Functions of the Bureau**

1. The Bureau of the Executive Board shall meet on a regular basis. The primary functions of the Bureau include preparation and organization of Board meetings, facilitation of transparent decision-making and promotion of dialogue. The Bureau shall brief the Board on its deliberations and shall not have the authority to make decisions on any substantive matters.

2. As part of the preparation and organization of Executive Board meetings and in accordance with the workplan of the Board, the Bureau may, inter alia, consider issues related to the agenda of the meetings, documentation and the structure of meetings, and should help to highlight the issues and recommendations that require consideration and action by the Board.

## VI. Working groups

**Rule 9**

1. The Executive Board may establish ad hoc working groups as and when it deems necessary. It shall define their functions and will refer to them any questions for study and report.

## VII. UN-Women secretariat

**Rule 10**

1. The Executive Director of UN-Women or his or her representative shall participate without the right to vote in the deliberations of the Executive Board.

2. The secretariat shall provide assistance and the information necessary for the Executive Board to fulfil its functions as set out in General Assembly resolutions 48/162 and 64/289 to accomplish the objectives set out in the annual workplan of the Executive Board.

3. Before any proposal involving expenditure in excess of the approved budget is approved by the Executive Board, the secretariat shall provide the Board with a written estimate of the cost of implementing the proposal.

## VIII. Executive Board secretariat

**Rule 11**

1. The Executive Board secretariat is the focal point of UN-Women for Executive Board matters.

2. The Executive Board secretariat shall be responsible for the arrangements for meetings of the Executive Board and the Bureau and for the preparation of reports of the sessions of the Board.

## IX. Public and private meetings

**Rule 12**

1. Meetings of the Executive Board shall be held in public unless the Board decides otherwise.

## X. Reports and sound recordings

**Rule 13**

1. Reports of the annual and regular sessions of the Executive Board shall be translated into all the official languages of the United Nations and made available to all States Members of the United Nations after each session. The reports shall be presented for approval at the following session.

2. Sound recordings of the meetings of the Executive Board shall be made and shall be kept by the secretariat for four years.

## XI. Conduct of business

**Rule 14**

1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall have complete control of the proceedings of the Executive Board and over the maintenance of order of its meetings. In the exercise of his or her functions, the President remains under the authority of the Board.

2. If a document is being considered in respect of the country that is represented by the President of the Executive Board, the President shall yield the Chair to one of the Vice-Presidents.

3. The debates shall apply solely to the questions before the Executive Board. Unless decided otherwise, the time allowed for each speaker, for each intervention, shall be limited to five minutes.

4. The presence of representatives of a majority of the members of the Executive Board shall be required for any decision to be adopted.

5. If, in connection with the conduct of business of a meeting, any procedural question arises that is not covered in the present rules, it shall be decided upon by the President, taking into account the corresponding rules of procedure of the Economic and Social Council, if applicable.

## XII. Decision-making

**Rule 15**

1. The practice of striving for consensus in decision-making shall be encouraged.

2. In the case of a vote, the rules of procedure of the Economic and Social Council shall apply.

3. Draft decisions shall be submitted by members of the Executive Board.

4. Draft decisions shall be submitted as early as possible to allow for their thorough consideration. The Executive Board may consider draft decisions and substantive amendments as soon as practicable; however, any member of the Executive Board may request that such decisions and amendments be considered only when 24 hours have elapsed after the distribution of the text to all members in all working languages. Amendments not distributed in working languages shall be read aloud and thereby interpreted into the official languages of the United Nations.

## XIII. Participation of non-members

**Rule 16**

1. Any State Member of the United Nations that is not a member of the Executive Board may have a representative attend Board meetings and, based on General Assembly resolutions 48/162 and 50/227 of 24 May 1996, which, inter alia, call for the facilitation of the effective participation of observer Member States and observer States, may participate in its deliberations without the right to vote.

2. The Executive Board may invite, when it considers it appropriate, representatives of the United Nations Secretariat, specialized agencies, any other organizations of the United Nations system, including the international financial institutions, and the regional development banks, to participate in the deliberations, in particular for questions that relate to their activities or those involving coordination questions.

3. The Executive Board may also invite, when it considers it appropriate, intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council to participate in its deliberations for questions that relate to their activities.

## XIV. Relations with the United Nations System Chief Executives Board for Coordination

### Rule 17

1. The Executive Director shall, on request, convey views of the Executive Board to the United Nations System Chief Executives Board for Coordination. The views of the Chief Executives Board, when it so requests, shall be conveyed by the Executive Director to the Executive Board, together with any comments he or she may wish to make.

## XV. Amendment of rules of procedure

### Rule 18

Any of these rules may be amended by a decision of the Executive Board, in accordance with rule 15.